



# Job Announcement The Mentone

**Position Title:** Front Desk Clerk **Posting Date:** July 21, 2010

**Property Name & City:** The Mentone, San Francisco

**Position Type:** On-Call, only serious applicants need apply

**Compensation:** DOE

## SUMMARY OF THE POSITION:

Currently seeking on-call front desk clerk at The Mentone, a Care Not Cash/Housing First and SRO property in the San Francisco Tenderloin. The Front Desk Clerk monitors traffic in and out of the building, communicates with tenants, visitors, staff, and vendors.

## DUTIES & RESPONSIBILITIES:

- Answer telephones, direct calls and take messages.
- Log communications, building activity including violations of the House Rules & Visitor Policy or any other pertinent building/policy requirements.
- Complete incident reports when emergency services are involved and contacting Supervisor as needed.
- Respond to emergencies by calling the appropriate emergency service, (i.e., police, ambulance, fire department) and act as a resource in emergency situations.
- Promote compliance of building policies including the denial of entry to visitors who are determined by management to have violated the rules.
- Responsible for building operations and management of emergencies during non-office hours based upon the individual property Supervisor.
- Be courteously and professionally with residents and their guests while maintaining personal boundaries.
- Assist in office responsibilities such as completing work orders, comment cards, visitor violation forms and other duties that may be assigned by management.
- Perform all other related duties such as attending staff and training meetings.
- Fill in as requested when other desk clerks are absent.

## QUALIFICATIONS:

- Strong work ethic and be able to perform each primary job function satisfactorily.
- Experience working with people of various cultural backgrounds, especially those with mental health issues or special needs is a plus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Send Resumes To:** [Mentone@jsco.net](mailto:Mentone@jsco.net) - **NO PHONE CALLS PLEASE**



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